LA CENTER ELEMENTARY SCHOOL

PARENT & STUDENT HANDBOOK

2012 – 2013

STUDENT HOURS: 8:25 – 2:55
OFFICE HOURS: 8:00 – 4:00

Our Mission:
To empower students
to become life-long learners
in an ever changing world.

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PHONE NUMBERS

District Office 263-2131

Elementary Office 263-2134

Elementary Fax Number 263-2133

Middle School Office 263-2136

High School Office 263-1700

District Info Line 263-1172

Community Education 263-2015

KWRL Bus Transportation 225-8075

K-5 STAFF

K-5 Principal ..... Scott Lincoln
K-5 Associate Principal ..... Bonnie Lock

Elementary Secretary ..... Winnie Harkleroad
Assistant Secretary ..... Tammy Lichliter
Office Assistant ..... Joyce Hantho

Kindergarten ..... Shawna Dawson, Colleen Johnson, Lynette Lindblom
..... Lola Nordstrom, Laura Tomberlin

First Grade ..... Nancy Buhrmester, Megan Cooper
..... Lois Englund, Rita Persic, Denise Skufca

Second Grade ..... Joni Hancock, Jennifer Matanich
..... Ruth Schrock, Amy Wise

Third Grade ..... Liz Crandall, Barbara Harmon
..... Kim Hollopeter, Kris Sawyer

Fourth Grade ..... Michelle Collins, Jason Grotte
..... Butch Lepak, Pete Sloniker

Fourth/Fifth Blend ..... Bonnie Poffenroth

Fifth Grade ..... Karen Alanko, Sharon Bussler
..... Monica Klump, Joyce Mosby, Julie Smith

Choral Music ..... Tonya McCord, Brenda McKay
5th Grade Choral Music & Band ..... Rhonda Slinkard, Perry Calabrese
P.E. ..... Rob Bucklin, Treasha Reser
K-12 Media Specialist ..... Rita Peterson
Library Technicians ..... Anita Calnan, Mary Lynn Henderson
Learning Club Specialist ..... Colleen Wing
Learning Club Assistants ..... Kellie Braaten, Mary Byrne
..... Christine Matzdorff, Teresa Robinson, Kelly Sullivan
ELL ..... Kellie Braaten
School Nurse ..... Beth Conrad
Speech/Communication Disorder Specialist ..... Laurie Kerr
School Psychologist .....
K-5 Counselor ..... Sherri Birgensmith
ESD Special Ed. District Coordinator ..... Michelle Murer
Special Education ..... Greg Hall, Teresa Smith
Lunch Clerk/Cashier ..... Dana Hantho
Special Ed Instructional Assistants ..... Linda Crowson, Pam Gaston, Ashley Geist, Penny Heaton
..... Christa Rubadue, Casey Marxmiller, Julie Miller, Joyce Munger, Linda Sahling, Dasia Thompson
ESD Preschool ..... Michelle Anderson, Karen Eckert, Melissa Gibson
Para Pro/Playground ..... Darlene Bechtold, Tina Moore,
..... Susan Shufeldt, Deena Reed, Tammy Swanson
Kitchen ..... La Dona Brown, Christine Ornelia, Linda Tuttle, Denise Yurecko
Custodial ..... Londa Brown, Melissa Hendrix, Tom Murphy, Tom Rice, Wayne Tribe

OFFICE PROCEDURES

Attendance

School attendance is required by law. Mutual cooperation and support between parent and school is necessary. Please send a note to the school office stating date of absence and explanation of absence with parent signature.

If your child will be absent for an extended length of time, please complete a Pre-arranged Absence form.

Court Petitions

State law mandates that schools file a petition with the court when a student accumulates ten unexcused absences in a school year. If La Center Elementary School does not hear from a parent via a phone call or signed note with the date of the absence, an absence is determined to be unexcused. To ensure our attendance records are accurate before filing a petition, a letter will be sent after the first, second and seventh unexcused absence in a month and after the tenth unexcused absence in a school year. If you receive such a letter, please send a note of explanation or phone the school to change the status of the unexcused to an excused absence.

Late Arrivals

Being tardy is defined as arriving to school after 8:25 a.m. The student is responsible for being punctual. Arriving late at school in the morning is excused by a call or a signed note from the parent. Students need to check in at the office before going to class. The school appreciates the parents' efforts to help their child develop a habit of being punctual.

Lost and Found

Clothing is displayed in the main hallway at the west end of the building. Parents, as well as students, are encouraged to check often. We send lost & found items to charities before winter break, spring break and at the end of the year. We encourage you to label your children's outerwear.

Visitors/Volunteers

All visitors/volunteers entering the school must, for safety reasons, stop at the office to sign in and receive a visitor's pass prior to visiting a classroom. An appointment needs be made with the teacher to ensure that any "special activities" such as tests, would not be interrupted. The office will intercom the classroom and confirm your appointment with the teacher.

We welcome volunteers in our building. We appreciate any help offered and our students greatly benefit from this assistance. Volunteers need to fill out a "volunteer packet" and review school policies every year. New volunteers need to attend a training workshop. Visitor/volunteer badges need to be worn while on campus.

Picking Up Students at School

When picking up your child at school early, please come to the office and let the school secretary intercom the classroom. This allows us to operate with the least amount of interruption and disturbance to the classroom. Students will not be released to anyone other than their parents or guardians without special arrangements such as a signed note from the parents or guardians. Anyone picking up a student must sign them out in the office.

Communication

The School Messenger phone call system will be used to notify parents of school delays and closures, school emergency situations, or simply to provide important information regarding school events or activities. Please contact your school office if you have any questions or want to sign up for additional phone numbers or email addresses beyond those provided at registration.

Voter Registration

Voter registration is a community service provided by our school secretary. Anyone needing to register to vote or to change registration may do so with the secretary during school hours.

Telephone

Please feel free to call anytime you have a question, or need to leave a message with your child. We will deliver the message to the child at the end of the day. Students will have restricted use of the telephone. All arrangements for after school activities are to be made before the student arrives at school. **If there is a change for after school transportation, please call before 2:00**.

If we are unable to answer the phone, please leave a message or call back. We check our voice mail for messages throughout the day.

HEALTH

General Information

For the protection of all children, including your child, the following guidelines should be followed:

- Never send an obviously sick child to school.
- A child with a sore throat, severe cough, ear ache, vomiting, or who has had a fever of 100 or more within the past 24 hours, should not be sent to school.
- A child with a known communicable disease (chicken pox, impetigo, strep, scarletina, scabies, ringworm, pinkeye, etc.) should not be sent to school without the specific approval of your doctor.
- A child with head lice will not be admitted or allowed to attend school until nit-free. If a child has head lice, treatment must be sought.
- If your child has been ill with a cold or flu, please use common sense and your own judgement as to when to send your child back to school.

If a child becomes ill at school, symptoms are noted but not treated and the parent is notified to pick up the child. In the event of a serious injury, parents are contacted for direction. If it is impossible to contact the parents, medical assistance will be obtained. The school office should be made aware of children with known medical or health problems.

Immunizations

La Center Elementary follows the State of Washington student immunization law, which requires all students to be adequately immunized according to their age and grade level. Proof of immunization status must be presented to the school on or before the first day of school attendance. This information must be recorded on a Washington State form signed by the parent/guardian. Exemptions are available for medical, personal or religious reasons. Please keep in mind that if an outbreak of vaccine-preventable disease for which that student is exempted should occur; the student will be excluded from school for the duration of the outbreak.

Medications at School

Prescription and over-the-counter medications, which must be given during school hours, require a signed authorization form completed by a parent and physician. Authorization forms may be obtained from the school office.

Medications must be supplied in the original container and have a pharmacy label with instructions that match the physician's written authorization. Schools may only accept a 20-day supply. The medication must be transported to school by a parent, where it will be counted and signed for by the parent and school staff.

Only trained school staff may administer oral medications, which includes inhalers. NO medications may be administered by eye, ear, skin or injection, except for an epi-pen injection, which may be administered by a trained staff member in a life-threatening emergency.

The above is in accordance with Washington State Law and La Center School District policy.

We understand that some students may need to carry and self-administer insulin or asthma inhalers. An elementary student who carries and self-administers these medications must have an EXCEPTION FORM completed in addition to the standard Authorization for Administration of Medication at School form. A backup supply of the same medication provided by the parent/guardian must be stored with school staff.

Life Threatening Medical Condition

State Law requires a medication/treatment order from a Licensed Health Professional before your child can attend school if a life threatening condition exits. A form is available from the school office.

Insurance

It is possible to purchase secondary accident insurance through the school for a very nominal

charge. Call the office if you wish to purchase this insurance or need more information.

Emergency Information

At the beginning of each school year, your child will bring home a Family Emergency Plan to be used in case of an "emergency" early dismissal. Please return the form promptly. Be sure to update the office anytime you have a change of address or new phone numbers. Reliable alternative phone numbers are also needed in case you cannot be reached.

As per Policy No. 3414 pg. 1, "The District shall require that the parents or guardian complete a medical history form at the beginning of the school year."

SCHOOL PROCEDURES

Assessment of Student Achievement

The State Superintendent of Public Instruction has mandated that the Measurement of Student Progress (MSP) be administered to students in grades 3 through 8 and 10 in May. The La Center School District will also administer a reading assessment to all K-3 students in the fall, winter and spring. These assessments help us determine each individual student's academic strengths and weaknesses. We then develop curriculum and instruction to meet these individual students' needs.

Make-up Work

Whenever a class is missed, it is the student's responsibility to see his/her teacher concerning make-up work. To request missed assignments, please call the office by 9:00 a.m. The teachers will get the work to the office by 3:00. When it is known in advance that a student will be absent from school, the student should obtain assignments for make-up work from the teacher.

Report Cards

Students in kindergarten through fifth grade will receive report cards on a trimester schedule. Parent-teacher conferences will be held in October and March.

Newsletter

Our school newsletter comes out on our website on a bi-weekly basis. Enjoy reading about student awards, classroom activities and upcoming events. Classroom teachers also provide weekly or monthly newsletters.

School Meals

Parents may deposit a minimum of $20 into an account for their child (ren). We have what we call a Bank-A-Meal program at La Center. When students buy a meal, the amount is automatically deducted from their balance. Parents will receive a statement when their child's balance is down to $2.00 or so.

Parents also have the option of adding money to their child's lunch account by paying online with a credit/debit card. Go to the district website: www.lacenterschools.org. Click on the box that says **TouchBase On-line Payments**. You will need to get the User Name (student's ID #) from the office. The Password is the last name of the student.

Breakfast for all K-5 students is $1.00. Student lunches are $2.15 for K-4 and includes milk. Fifth grade students will pay $2.40. Adult meals are $3.60. Students who bring cold lunch may purchase milk for 30¢.

Emergency Drills

Throughout the school year, a regular series of fire, earthquake and lockdown drills are scheduled for our elementary students and staff.

Our local police and fire departments critique our students and staff during drills and give us feedback on how we can improve.

SCHOOL EXPECTATIONS

We encourage students to be respectful and disciplined. Serious discipline problems occur very seldom at La Center Elementary School. When problems persist, we seek parent involvement. Often, parents are having the same problems and questions as our staff. We can work together to find the cause of the problems rather

than treating the symptoms.

Classroom and school expectations are taught at the beginning of each school year. These expectations are reviewed on a regular basis in the classroom and at school assemblies.

We encourage acceptable behavior by using positive reinforcement such as Bobcat tickets for K-3 and Bobcat Bucks for grades 4-5.

K-3 Bobcat Program

This program helps build self-esteem and encourages self-management. Students will receive a ticket for getting "caught" following the La Center Elementary Guidelines For Success. The guidelines are:

1) Always trying
2) Being responsible
3) Being cooperative
4) Doing their best
5) Respecting others

We have a drawing every week. These weekly winners are called to the office and may select two prizes.

Grades 4-5 Bobcat Bucks

Fourth and fifth grade classroom teachers participate in an incentive program which awards students a weekly "Bobcat Buck" for exhibiting responsible behavior in the classroom. Students then use their Bobcat Buck to purchase "prizes" from the Bobcat Buck Store, which is open for business once a month.

Bobcat Ambassador

The Bobcat Ambassador Program is designed to introduce 4th and 5th grade students to a school and community service process that will encourage them to pursue student government activities and community service in middle school and high school. They will receive training in team building, working collaboratively, respect and diversity. They will be asked to provide valuable service to our school and community by: assisting with new student orientation and tours, assist in fundraising and community service events, assemblies, kindergarten "Meet & Greet" first day of school, field day, etc.

Playground

Students need to be respectful of others and follow the safety rules set for the playground. Please review these rules with your child (ren).

1. Students keep their hands and feet to themselves at all times.
2. Eating is allowed in the cafeteria and classrooms only.
3. Children are allowed in the building with a pass from the recess teacher. Passes are for bathroom or office only.
4. WALK across crosswalk after checking both ways.
5. Only approved toys from home will be allowed at recess.

Toys currently approved for the playground that students can bring from home:

a) Stuffed animals/dolls/action figures
b) Cars and trucks-up to one ft long
c) Marbles
d) Toy phones
e) Paper airplanes
f) Bakugan, without cards

6. Tag is only allowed on the field, not on the playground or equipment.
7. Toy cars and trucks are only allowed in the bark chips by the wooden bench – not by the swings or equipment.
8. Students are not to climb on fences/gate.
9. Throwing balls or hula-hoops at others is not allowed.
10. Throwing bark chips or rocks is not allowed.
11. Use appropriate language.
12. Ramps to portables or steps/porches are off limits during recess.

Lunchroom

The student will:

a) Talk in a normal or inside voice.
b) Sit with feet under the table.
c) Once seated, stay at the table.
d) Use good table manners
e) Take turns putting trays away.
f) Wait for the lunch aide to dismiss to the playground.

Buildings/Hallways

The student will:

a) Respect the rights of others.
b) Walk.

c) Talk in a normal or inside voice.
d) Stand quietly in line at the drinking fountain.
e) Use hall passes as determined by staff.
f) Not chew gum or wear hats in school.

For students who disregard major rules, the following disciplinary procedure will be used:

1. Time out
2. Discipline referral
3. Parent contact
4. In-school suspension
5. Suspension from school

Some infractions may warrant skipping to a more serious consequence.

Dress Code

Students and their parents have the primary responsibility for determining student attire within the guidelines established. Dress or appearance that has the potential for causing disruption is not permitted. Clothing or accessories that advertise, promote or depict alcohol, tobacco, or illegal drugs are prohibited. Display of profanity, vulgarity, or sexual innuendo is not appropriate for school.

Students should not wear clothing that is excessively revealing. Any attire, which exposes a student's midriff, is not permitted. "Tube" tops and halter-tops are not permitted, and tank tops with straps narrower than one inch are not allowed. Any clothing with excessive holes or holes in revealing locations are not permitted. Shorts and skirts are permitted, but may be no shorter than the extended reach of the student's fingertips. For safety and health concerns, students must wear appropriate footwear at all times at school.

The principal or his/her designee will have the final decision as to the potential for disruption at school, and the requirement that the attire be changed. Students wearing inappropriate attire may be sent home to change.

Money, Stereos, MP3 Players, Video Games

Please limit the amount of cash students carry to school to the amount needed for the day. It would be helpful if money (preferably checks) were placed in an envelope with the name, amount, and purpose stated on the outside.

No look-alike toy guns of any kind are allowed on campus. Students are not allowed to bring valuable items such as stereos, MP3 players, video games, etc. to school. If students bring cell phones to school, they must be turned off during school hours and stored in their backpack. The school will not accept responsibility for any personal items.

E-Books

Under the following guidelines, students may bring and utilize E-books (like Kindle, Nook, etc.) in classrooms:

-Only with teacher permission just like reading books, otherwise in backpacks

-Only used for reading, not playing games or using internet (unless teacher permits and supervises for learning purposes)

-E-book must have the student's name on or in it

-School is not responsible for any damage or loss of equipment

Animals

The purpose of these guidelines is to provide information that will promote health and safety for staff and students when animals are brought into the classroom. Many times inadequate understanding of animal disease and behavior can lead to unnecessary risks for the students, staff, and animals.

Animals that are UNACCEPTABLE for school are wild animals, poisonous animals, wolf-hybrids, stray animals, and aggressive animals.

It is important that animals, which are brought onto the school campus, be clean and healthy so that the risk of transmitting diseases to students is minimal. Therefore, parents need to provide the following proof: verified rabies vaccination, health certificates for dogs and cats, and proper restraint for animals.

Because of diseases, students should not handle the following: birds of any kind, ferrets, reptiles and amphibians. To minimize the chances of students getting bit, scratched, etc., all animals must be handled by the person responsible for

them.

Fees and Fines
An appropriate fee/fine will be assessed for lost or damaged textbooks. Such fees/fines will take into consideration the cost of replacement and/or repair of the book. Report cards will be held at the end of the school year if students have an outstanding fee or fine.

SCHOOL BOARD POLICIES

Please visit the district website: www.lacenterschools.org for information on School Board Policies as well as the following: district calendar, teacher web pages, school closures and delays, and elementary school information.

INTERNET USE AT SCHOOL

All students in grades K-12 may at times be accessing the Internet for academic purposes. If you do not want your student (s) to have access to the Internet at school, please notify (in writing) the office at your student's school.

DIRECTORY INFORMATION

Parents, and students 18 years or older, have the right to refuse to permit the designation of any or all of the categories of personally identifiable information with respect to that student as directory information. This includes addresses, birth date, birthplace, telephone number, dates of attendance, activities and sports participation, weight and height (if members of a sports team), awards received, and major fields of study. Notify the district in writing within ten (10) days of the publication of this notice. Such written notice shall be addressed to the school in which the named student is registered. **THIS IS WHAT GIVES THE RIGHT TO VARIOUS ORGANIZATIONS (COLLEGE RECRUITERS, MILITARY RECRUITERS, ETC.) TO RECEIVE CONTACT INFORMATION ON A STUDENT.**

BUSES / KWRL TRANSPORTATION

Discipline Procedures
Pre-ticket misbehavior: When misconduct occurs, the bus driver will make every attempt to help a student change their behavior prior to issuing a referral. In the case of serious misconduct, drivers will make every attempt to resolve problems directly with students and their parents. Calling home, assigned seating, and parent-student-driver conferences are interventions that may be used prior to sending a bus referral to the principal. If the misconduct is not corrected, the following progression of disciplinary action will be imposed, although some infractions may warrant skipping to a more serious consequence.

- **First Referral**: A meeting is held between the administrator and student; discipline at the discretion of the administrator**.**
- **Second Referral within a 60-day school period:** A meeting is held between bus driver, student and administrator. Student may receive a one to three day suspension from the bus as determined by the administrator.
- **Third Referral within a 90-day school period:** Student may receive a three to five day suspension from the bus as determined by the administrator.
- **Fourth Referral within a school year:** Student will receive a one to four week suspension from the bus as determined by the administrator.
- **Fifth Referral within a school year**: Student will receive a long-term suspension or expulsion from the bus as determined by the administrator.

** Students who are suspended from a bus are suspended from all busses for the time of the suspension.*
Emergency Suspensions: There may be unusual circumstances when a driver feels a student's misbehavior is so serious that it jeopardizes the safety of other students, and does not think that student should be allowed to ride the bus the next morning. In those cases, the driver needs the approval of KWRL Dispatcher/Assistant Director of Transportation. The parent must be contacted and a meeting with the administrator should occur the following day.

Use of School Transportation

Students often use the school transportation system to go home with another student, etc. Procedures have been established for these occurrences as follows:

1) Students need to bring a note from home stating where they are to go with a date and signature of the parent or guardian. Notes are to be signed by personnel in the office. The student will then give it to the bus driver.
2) Students having parties, who plan to have other students ride the bus to their house, need to make arrangements with the school office at least one day in advance of the party date. Permission will be granted based on availability of space on the bus.
3) Once a student gets on the bus, they are not allowed to get off unless a school employee from the office removes them. If parents want to pick up students at the end of the day, please check in at the office.